

Program Coordinator: GreenPAC

Location: Anywhere in Canada

Preferred Starting Date: Sept 26 (or as soon as possible)

Compensation: \$25 hourly

Term: 25 hours a week, 3 month contract (with possible extension)

Reports to: Executive Director

To apply, please send your resume and cover letter to info@greenpac.ca.

Applications will be considered/interviews will be scheduled based on qualifications as received and until the position is filled.

About GreenPAC

GreenPAC is a non-partisan, non-profit organization working to inspire, activate and amplify environmental leadership in politics. We want to see the health of our planet become a driving force in Canadian politics, at all levels. We do this in three ways:

1. By helping elect and support environmental leaders of all major parties running for office through candidate endorsement campaigns;
2. Through our Parliamentary Internship for the Environment program, which places interns with MPs and Senators to support environmental leadership on Parliament Hill and build the political know-how and leadership capacity of young environmental champions;
3. By supporting a network of [Every Day Advocates](#) - individuals and community groups across the country - and building their capacity to advocate for environmental leadership from elected officials, including through [Debates on the Environment](#).

GreenPAC is an ambitious, curious and creative group with a good sense of humour. We want our work to be rewarding and fun. We currently operate virtually with team members in multiple provinces.

Position Overview

Through training, tools and connections, GreenPAC's [Every Day Advocates](#) program supports and builds the capacity of local advocates to engage effectively with the public, policymakers and elected officials about their environmental priorities. The program aims to:

- Strengthen the environmental sector's capacity to create meaningful policy changes
- Foster greater environmental leadership and accountability in politics between elections.

The program (a non-partisan, charitable initiative) hosts regular advocacy training and education sessions and, since 2019, has supported community organizers to plan and host almost 200 public town halls and all-candidates debates on the environment in communities across Canada.

Responsibilities:

- Lead the planning and delivery of three federally-focused advocacy trainings to build the know-how of advocates and motivate/inform their fall 2022 advocacy strategies.
 - Trainings will focus on political advocacy basics, fall 2022 opportunities for change - including legislative and budget opportunities, and understanding the candidate nominations process (in advance of the next federal election).
 - Other training priorities may be added based on the interests of the network.
- Specifically you will:
 - Develop the learning objectives and agenda for the training session, in consultation with other GreenPAC team members.
 - Conduct research and consult experts, NGOs as needed, to inform training and resource development.
 - Identify and invite guest speakers (including current and former politicians).
 - Lead outreach to the Every Day Advocates network (including email, social

- media content)
- Develop associated resources (e.g. infographics, process maps, briefs)
- Host (participative) training sessions
- Develop surveys, conduct follow-up with participants to assess utility, follow-up activity
- Additional responsibilities, as time permits, may include:
 - Strengthening GreenPAC's resource inventory to support the availability of open-source advocacy resources (including debate and townhall toolkits) for the network's use.
- Develop periodic newsletters for GreenPAC's network of Every Day Advocates, connecting them to key advocacy opportunities (e.g., public consultation on environmental legislation, other learning or engagement opportunities).

Desired Skills and Experience

- Non-partisan (i.e. not a member of a political party, no lead role in a recent political campaign).
- Experience planning and delivering online training or engagement events and facilitating participant engagement.
- Experience (personal, community-based, professional) in politics or with political advocacy, lobbying or government relations a strong asset (e.g. personal, community-based or professional).
- Min. 1 year experience engaging people toward a shared goal (e.g. customer service, client relations, community work, campaigns, youth mobilizations).
- Strong interpersonal and communication skills to manage relationships with network members, training participants, guest speakers, other team members.
- Strong planning, logistical and problem solving skills.
- Organized, motivated, self-directed and takes initiative.
- Knowledge of or an interest in environmental justice, environmental policy and electoral politics is a strong asset.

Additional Information

GreenPAC supports and encourages diversity and equity, and we are committed to making staff and contract positions accessible and welcoming to all potential team members, regardless of race, ethnicity, age, disability, religion, sexual orientation, gender identity, gender expression or economic status.

We recognize that GreenPAC does not currently represent the diversity of the Canadian population and that this is a significant hindrance to our strength as an organization. GreenPAC is fully committed to changing this reality and is examining how our programs can contribute to the fight against systemic racism and oppression in Canada.

Learn More about GreenPAC

- Follow us on Twitter [@GreenPACdotca](https://twitter.com/GreenPACdotca)
- Join our Mailing List at greenpac.ca
- Read our annual report [here](#)